

Superseded 3/28/2016

63G-6a-2002 Records -- Retention.

- (1) All procurement records shall be retained and disposed of in accordance with Title 63G, Chapter 2, Government Records Access and Management Act.
- (2) Written determinations required by this chapter shall be retained in the appropriate official contract file of:
 - (a) the division;
 - (b) the procurement unit with independent procurement authority; or
 - (c) for a legislative procurement unit or a judicial procurement unit, the person designated by rule made by the applicable rulemaking authority.
- (3) A procurement unit shall keep, and make available to the public, upon request, written records of procurements for which an expenditure of \$50 or more is made, for the longer of:
 - (a) four years;
 - (b) the time otherwise required by law; or
 - (c) the time period provided by rule made by the applicable rulemaking authority.
- (4) The written record described in Subsection (3) shall include:
 - (a) the name of the provider from whom the procurement was made;
 - (b) a description of the procurement item;
 - (c) the date of the procurement; and
 - (d) the expenditure made for the procurement.